

EXECUTIVE SECRETARIAT**Routing Slip**

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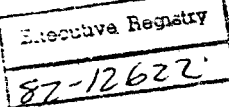
Remarks:

Executive Secretary

10/21/82

Date

3637 (10-81)



GENERAL MOTORS CORPORATION
MANAGEMENT AND ORGANIZATION DEVELOPMENT DEPARTMENT

1700 West Third Avenue • Flint, Michigan 48502

October 15, 1982

Productivity, quality, the new work force and survival are challenging American managers. In order to meet and overcome these challenges we must look for new and innovative ways to improve the effectiveness of our organizations.

General Motors has developed many successful programs to meet this challenge in its many diverse units. The Management and Organization Development Department of GM is now providing a wide range of management, marketing and technical programs to business, industry and government in professional and manufacturing areas.

You or a representative from your organization are invited to be our guest on Thursday, November 18, 1982 to review and discuss these programs and their potential in meeting your organization's development needs.

The purpose of this meeting is to provide an overview of the many training and development resources available to your organization from General Motors. Some specific topics that will be discussed are:

- Management Techniques for First Line Supervisors
- Employee Participation Groups (Quality Circles)
- Industrial Safety
- Quality of Work Life
- Middle Management Seminars
- The Appraisal Process

The format will be a short overview of several areas and related training programs followed by a question and answer period.

Please join us at the General Motors Training Center, 10355 Lee Highway in Fairfax, Virginia (map enclosed). Morning coffee will be provided at 8:00 a.m. with formal activities commencing at 8:30 a.m. The meeting will end at approximately 12:00 Noon.

A return of the enclosed form by Thursday, November 11, 1982, or a phone call, will insure reservations for persons from your organization.

Sincerely,

Paul M. Gentine, Director
(800) 521-5850

PMG:gw
Encl.

REGISTRATION RESPONSE

- () The below listed individual(s) will be at Washington area meeting on Thursday, November 18, 1982.
- () Sorry, this organization will not participate in this particular meeting, but please be sure that our name is on your mailing list for future meetings, new product announcements, etc.

NAME	TITLE
"	"
"	"
"	"

Organization _____

Department
or Division _____

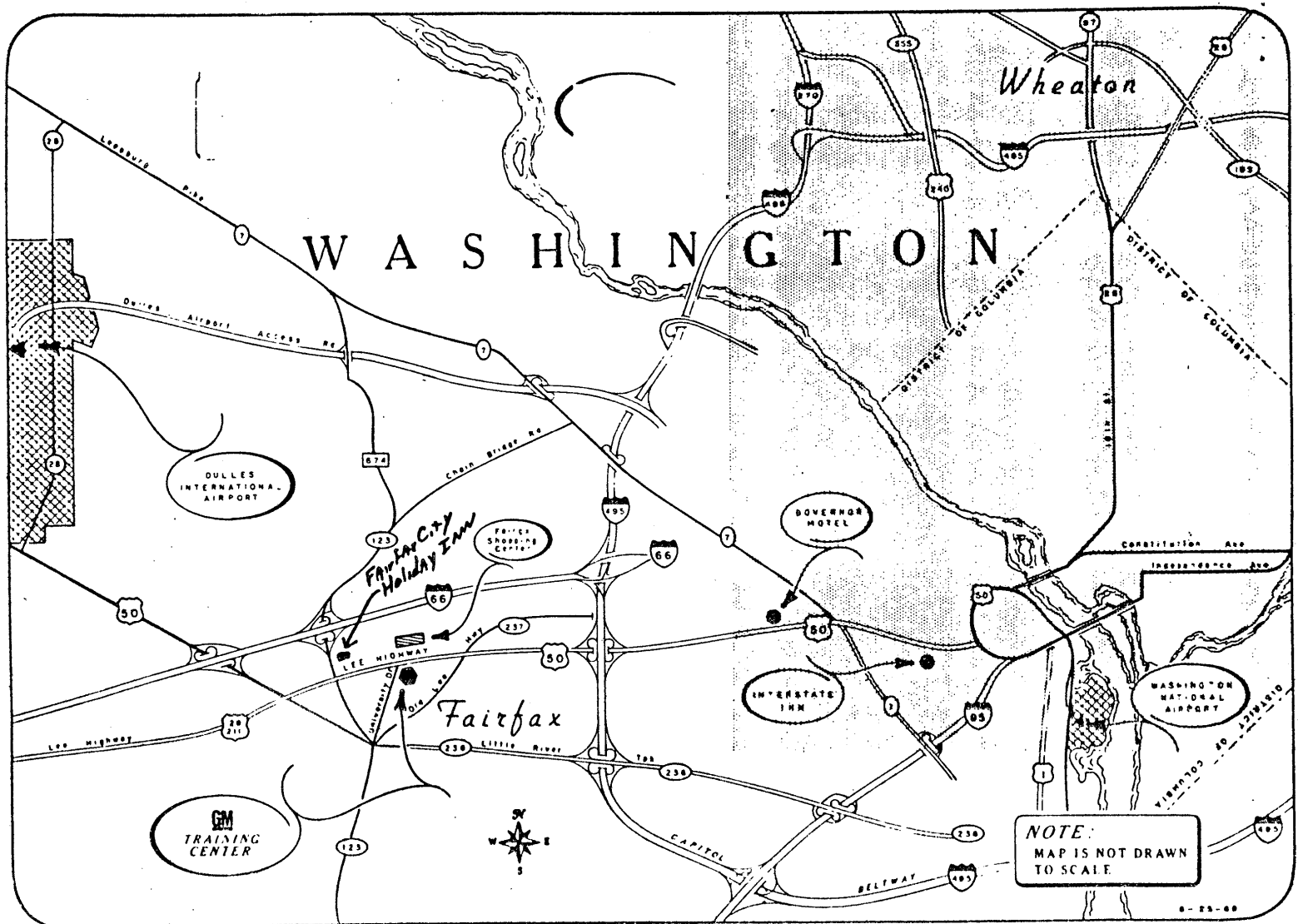
Street Address _____

City _____

Telephone: Area Code _____ Number _____ Ext. _____

Approved For Release 2007/03/05 : CIA-RDP83M00914R002700220062-5

Washington, D. C. GM Training Center, 10355 Lee Highway
Fairfax, Va.



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